

A Bloomberg Professional Services Offering

# **STOP <GO> CANCEL AS A FUNCTION Help Page**

Enter STOP <GO>, then press <Help>

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# Welcome to the Bloomberg Terminal®

The Bloomberg Terminal is built to work the way you do: fast and smart. Bloomberg's integrated system is designed to deliver rich data across market sectors and workflows. The following topics provide a guide to the logic that connects you to the data, news, analytics, and people that help you make fast, effective decisions. Mastering this logic empowers you to find whatever you need, wherever you are on the Terminal.

To watch an introductory video on the Bloomberg Terminal's most need-to-know features and navigation tools, click [here](#).



## Meet the Terminal

The Bloomberg Terminal® is built on functions and securities, organized by asset class and common workflows of financial professionals. Understanding functions and securities, and how to find and interact with them, is the key to getting the most from the depth and breadth of Bloomberg's offerings.

Here's an overview to help familiarize you with these terms as you learn about your new system:

- **Functions** are applications designed to provide targeted information and analysis on either the broad financial markets or on a specific security. Functions are grouped together by workflow and are discoverable through a hierarchy of menus. Each function has a mnemonic (short name) used to identify and access the function quickly. Want to learn more? See [Functions](#).
- **Securities** are the financial instruments you can analyze. You can load a security to the system then run a series of functions to find information about the security or perform deeper analysis. The millions of securities in Bloomberg's databases are organized by market sector and ticker. Want to learn more? See [Securities](#).

Bloomberg provides two main ways to find and interact with functions and securities:

- **Command Line** is at the top of every Bloomberg screen. The entire system is discoverable from the command line. As the name suggests, the command line is where you enter commands to drive the system, but is also a search bar to find exactly what you need. Want to learn more? See [Command Line](#).
- **Menus** provide a way to browse the full breadth and depth of Bloomberg's offerings to find what you need. All Bloomberg functions are organized onto menus, which start with overall market analysis and allow you to drill down to security-specific

analysis. Want to learn more? See [Menu System](#).

To help you navigate through the Bloomberg Terminal, Bloomberg provides a browser-like setup with windows and tabs that allow you to multi-task and switch between functions. The Bloomberg keyboard features unique color-coded keys that make it simple to follow the logic of the system. For more: [Bloomberg Windows](#) and [Bloomberg Keyboard](#).

## Help Resources

The following topics provide the help resources you need to start using the Bloomberg Terminal®. Click through the *Beginner* resources to learn the basics, then build on your foundational skills with the *Advanced* resources.

**[Hint]** From any function, you can press the <Help> (F1) key once to see a user guide for the function, or twice to start a live chat with the Bloomberg Help Desk.

### Help Resources: Beginner

You can learn the basics of the Bloomberg Terminal® from the introductory resources below. Click through the links to get started.

Things you can do	Learn how
<b>Navigate</b> the Bloomberg Terminal to find the data, securities, and functions you need.	<a href="#">Take a Tour</a>
<b>Chat</b> with your colleagues and clients using <i>Instant Bloomberg</i> (IB).	<a href="#">Take a Tour</a>
<b>Customize your settings</b> to tailor the Terminal to fit your goals.	<a href="#">Read more</a>
<b>Discover functions</b> using Bloomberg's menu system, based on market sector and common financial workflows.	<a href="#">Read more</a>
<b>Master any function</b> by learning the features all functions have in common.	<a href="#">Take a Tour</a>
<b>Find tools for the job you do</b> with functionality relevant to your specific workflow.	<a href="#">Take a Tour</a>
<b>Get answers</b> around the clock with Help Pages, Bloomberg Search, and live help.	<a href="#">Take a Tour</a>
<b>Stay up to speed</b> with the latest new function and enhancement releases across the Bloomberg ecosystem.	<a href="#">Take a Tour</a>

Things you can do	Learn how
Apply a CVD-optimized color scheme, so you can more easily differentiate between color-coded screen items across the Bloomberg Terminal®.	<a href="#">Take a Tour</a>

Keep learning about the Terminal with [Help Resources: Advanced](#).

## Help Resources: Advanced

You can advance your knowledge of the Bloomberg Terminal® with the resources below. Click through the links to learn more.

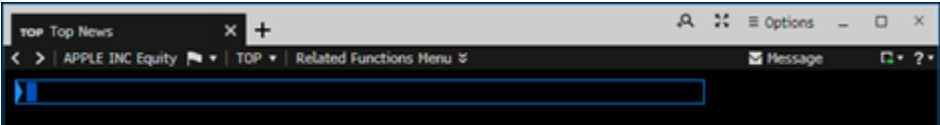
Things you can do	Learn how
Access news on companies, markets, economies, and more.	<a href="#">Take a Tour</a>
Create alerts and never miss out on market-moving information.	<a href="#">Take a Tour</a>
Organize your desktop and expand your workspace with Bloomberg Launchpad®.	<a href="#">Read more</a>
Learn how to use Tabbed Windows to maximize your screen space and multitask more efficiently.	<a href="#">Read more</a>
Enrich your custom models in Microsoft® Excel with Bloomberg data and analytics.	<a href="#">Read more</a>
Sharpen your Bloomberg proficiency with tips, tricks, and shortcuts.	<a href="#">Read more</a>
Manage your portfolios with customizable tools from Bloomberg's Portfolio & Risk Analytics solution.	<a href="#">Read more</a>
Mitigate risk and analyze exposure with Bloomberg's Multi-Asset Risk System.	<a href="#">Read more</a>

Build your basic knowledge of the Terminal with [Help Resources: Beginner](#).

# Navigating the Terminal

## Command Line

The Bloomberg Terminal® is entirely discoverable from the command line, which appears across the top of every screen.



If you know exactly what you need on the system, you can use the command line to enter direct commands, such as a function mnemonic or security ticker. If you know what you want but don't know how to find it, you can use the command line to search by keyword.

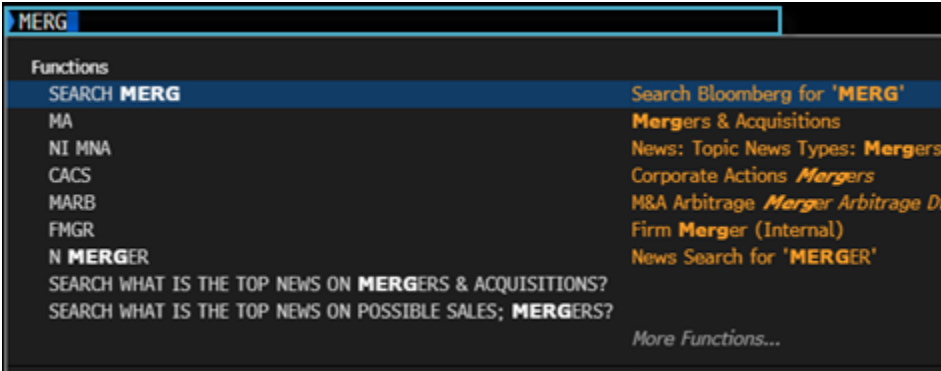
The following topics explain how to use the command line to find a function by keyword, find a security by keyword, directly enter commands, and get an answer to a question.

Find a Function by Keyword

You can find a function that provides a specific type of information or analysis by entering a keyword in the command line.

To search for a function by keyword:

- 1. In the command line at the top of the screen, start typing the first few letters of a keyword without pressing <GO>. For example, if you want a function for analyzing mergers and acquisitions, start typing **MERG**.



As you type in the command line, a list of suggested matches appears.

- 2. Select the function you want from the list of matches.



**[Hint]** You can further refine the list of function matches by continuing to enter the keyword or by entering additional keywords. For example, you could enter **MERGER ACQ.**

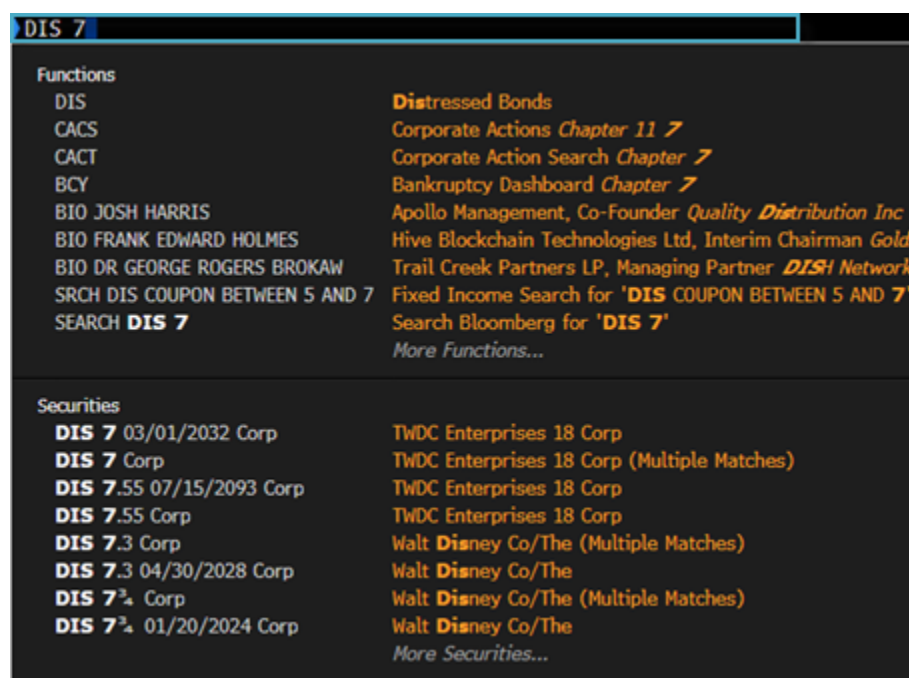
## Find a Security by Keyword

You can find and load the security you want to analyze by entering a keyword in the command line.

To search for a security by keyword:

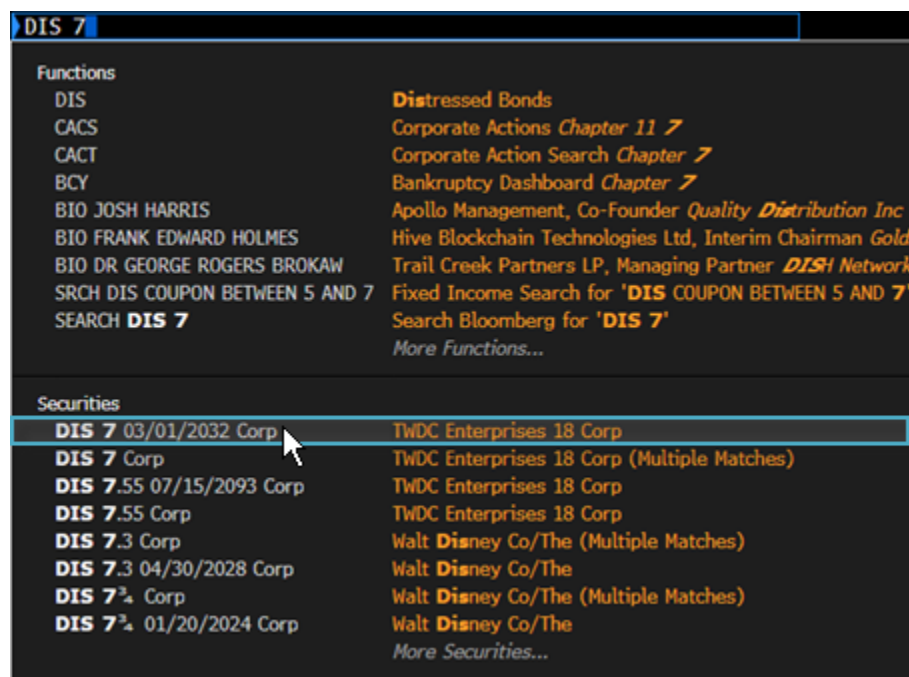
1. In the command line at the top of the screen, start typing the first few letters an issuer name, or ticker without pressing <GO>.

For example, if you're looking for a Disney bond with a 7% coupon, start typing **DIS 7**.



As you type in the command line, a list of suggested matches appears.

2. Select the security you want to load for analysis from the list of matches.

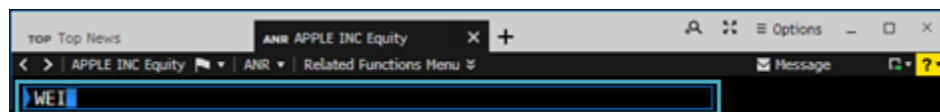


**[Hint]** You can further refine the list of security matches by continuing to enter the keyword or by entering additional keywords or by pressing the relevant yellow market sector key. For example, you could enter **DIS 7** <Corp>.

## Find by Command

If you already know the mnemonic for the function you want to run or the ticker for the security you want to load, type it in the command line, then press the green <GO> key on the keyboard.

For example, if you already know that WEI is the mnemonic for the *World Equity Indices* function and you want to go directly to that function, in the command line, enter **WEI**, then press <GO>. [Mnemonics](#) and [Securities](#).



**Note:** When you enter a mnemonic in the command line without pressing <GO>, the matching function is automatically highlighted on a list of potential functions, securities, and searches. To run the function, you can click it from the list, or just press <GO> to complete the command. For more information on the function mnemonics and security tickers that you can enter in the command line, see

## Find a Quick Answer

On the Bloomberg Terminal®, you can use the command line to search the entire system by keyword, phrase, or question.

To find answers to common questions from the command line:



Type your query into the command line, then press <GO>.  
For example, enter **IBM Q3 2013 REVENUE**.

## IBM Q3 2020 REVENUE

Your search results appear on the *Search Bloomberg: Results* (SEARCH) screen. When a targeted answer is available, SEARCH provides it along with related information, such as data points or a chart, that you can click to continue your analysis in another function.

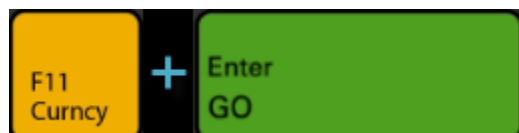


For more information on using the command line to search for answers, including example queries, see [Bloomberg Search](#).

## Menu System

All the functions on the Bloomberg Terminal® are organized onto a hierarchy of menus, based on market sector and common workflows of financial professionals. To discover the full range of analysis that Bloomberg offers, you can browse menus that include high-level market overview functions down to categories of security-specific and topic-specific functions.

For example, to discover functions that allow you to monitor current rates in the foreign exchange markets, start by hitting the yellow <Currency> market sector key on the keyboard, then press <GO>.



The top-level *Currency Markets* menu appears. From this menu, you can drill down into the *Price Discovery* category to display a more specialized menu of functions. From the category, you can select a function, such as **WCR World Currency Rates**, to start your analysis.

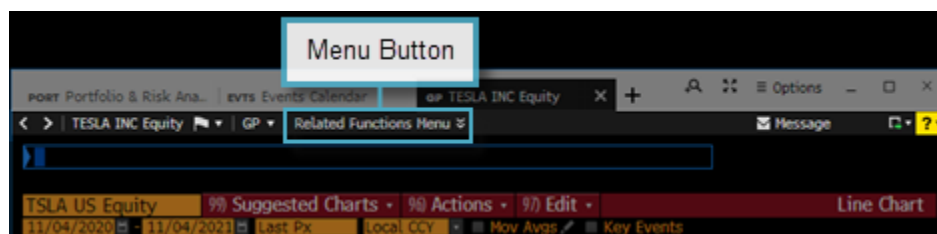


For information on alternative ways to access menus, see [Accessing Menus](#).

## Accessing Menus

There are three ways to access menus:

- Yellow Key:** To access the menu of functions related to a market sector, press the market sector's yellow key on the keyboard, then press the green <GO> key.  
 For example, to browse the *Currency Markets* menu, press the yellow <Curncy> key, then press <GO>. A categorized menu of top-level currency market analysis functions appears.
- Loading a Security:** To access the menu of functions for analyzing a specific security, simply load the security. For example, to access the menu of functions for analyzing IBM US, enter **IBM US <Equity> <GO>**.
- Menu Button and Menu Key:** To access a menu of functions related to your current function, click the menu button on the grey toolbar or press the green <Menu> key on the keyboard.

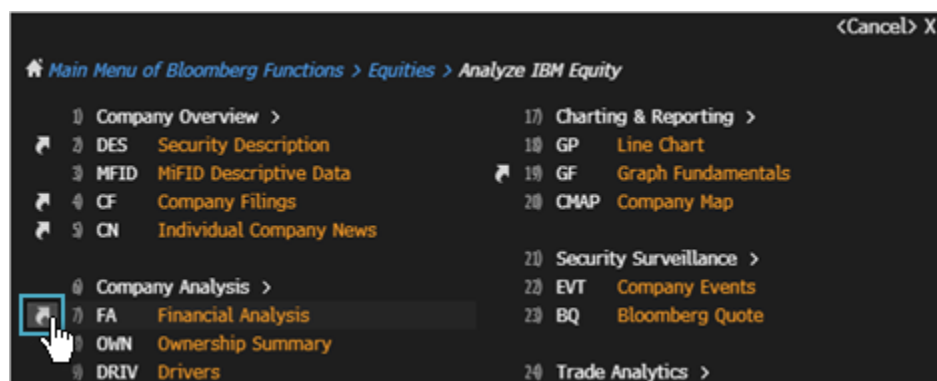



## Function Shortcuts

For some functions, you can enter a shortcut command to directly access a specific view or version of the function.

On menus, functions with shortcuts are identified by a shortcut icon  (white arrow).

To display a list of all shortcuts for a function, click the corresponding shortcut icon.



For more information on using function shortcuts, click [here](#) .

## Functions

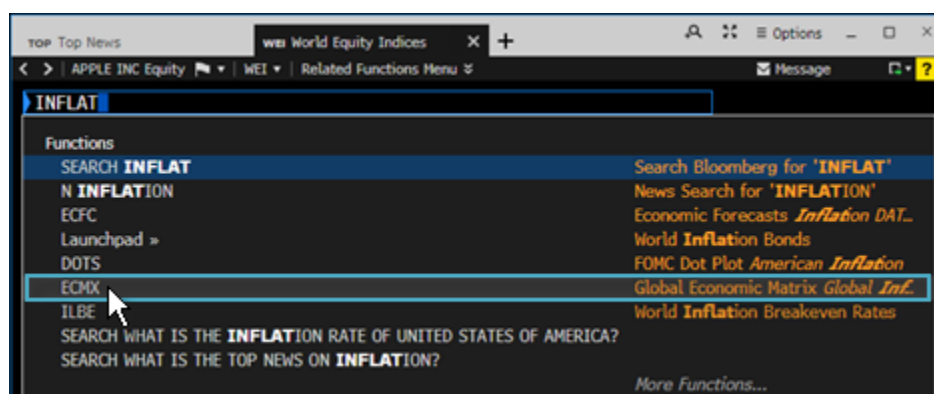
Functions are applications designed to provide targeted information and analysis on either the broad financial markets or on a specific security, so you can make better, faster decisions.



There are two types of functions:

- **Non-security functions:** Provide information on an entire market sector or on news, and do not require a loaded security.
- **Security-specific functions:** Allow you to analyze a loaded security.

To find a function, start typing a keyword or the function name (if you know it) into the command line. As you type, a list of suggested matches appears, listed by function mnemonic and function title. To run a function, select it from the list.



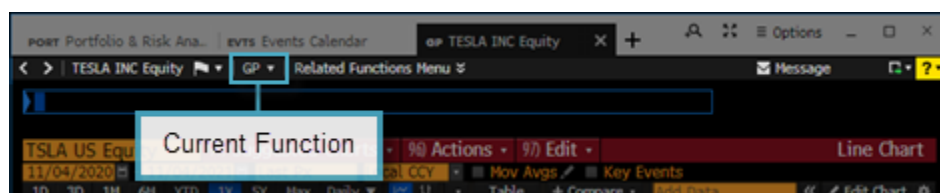
## Mnemonics

Every function has its own mnemonic, which is a short name used to identify and access the function. Mnemonics are designed to make the Bloomberg Terminal® fast and provide the most direct way to access a function.

To access a function directly, type its mnemonic in the command line, then hit <GO>. For example, to run the *World Equity Indices* (WEI) function, just type **WEI** then hit <GO>.



The mnemonic for the function that is currently running appears in the grey toolbar at the top of the screen.



Other examples:

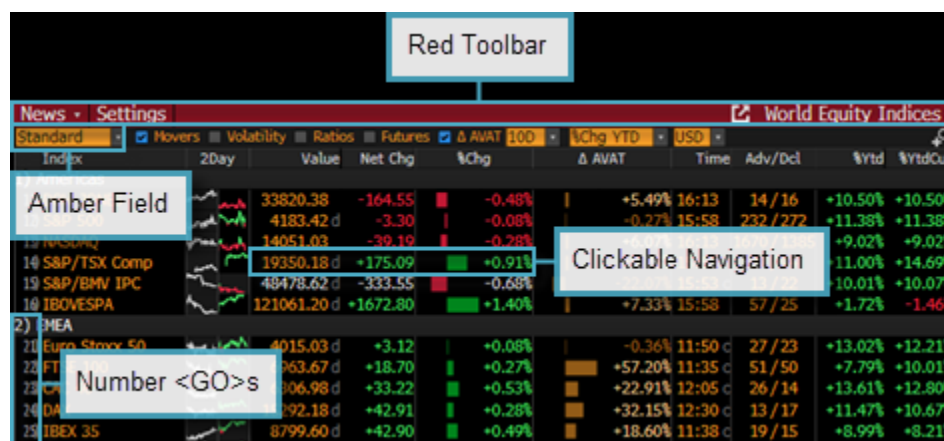
- **WB** <GO> to run the *World Bond Markets* function
- **TOP** <GO> to run the *Top News* function
- **ECO** <GO> to run the *Economics Calendar* function

**Note:** When you enter a mnemonic in the command line without hitting <GO>, the matching function is automatically highlighted on a list of potential functions, securities, and searches. To run the function, you can click it from the list, or just hit <GO> to complete the command.

For information on finding a function when you don't already know its mnemonic, see [Find a Function by Keyword](#).

## Screen Interaction

Bloomberg Terminal® functions include common elements to let you know where and how you can interact with a screen to input data or access additional functionality through mouse clicks and keyboard actions. Once you learn about these elements, you can use any function.

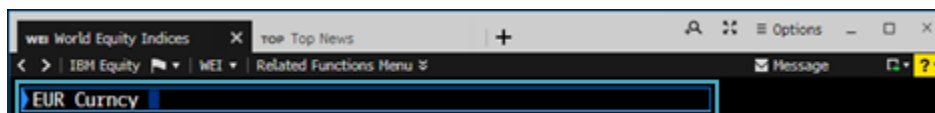


- **Red Toolbar:** The red bar at the top of each function includes the function's title at the right and provides drop-down lists and buttons to help you perform key tasks. The menu bar may also include a page count indicator.
- **Amber Fields:** Amber fields indicate areas on the screen that you can change. For example, these areas are used for editable form elements, text and data input, and drop-down lists.
- **Clickable Navigation:** Areas of a function screen may highlight when you move your mouse over them to indicate that the item is clickable.
- **Number <GO>s:** Number <GO>s appear next to some clickable list items and allow you to quickly navigate a function with your keyboard by entering the number, then hitting <GO>. You can also use your keyboard to identify clickable items that do not have number <GO>s by using Alt-Mode. For more on using Alt-Mode, click [here](#).

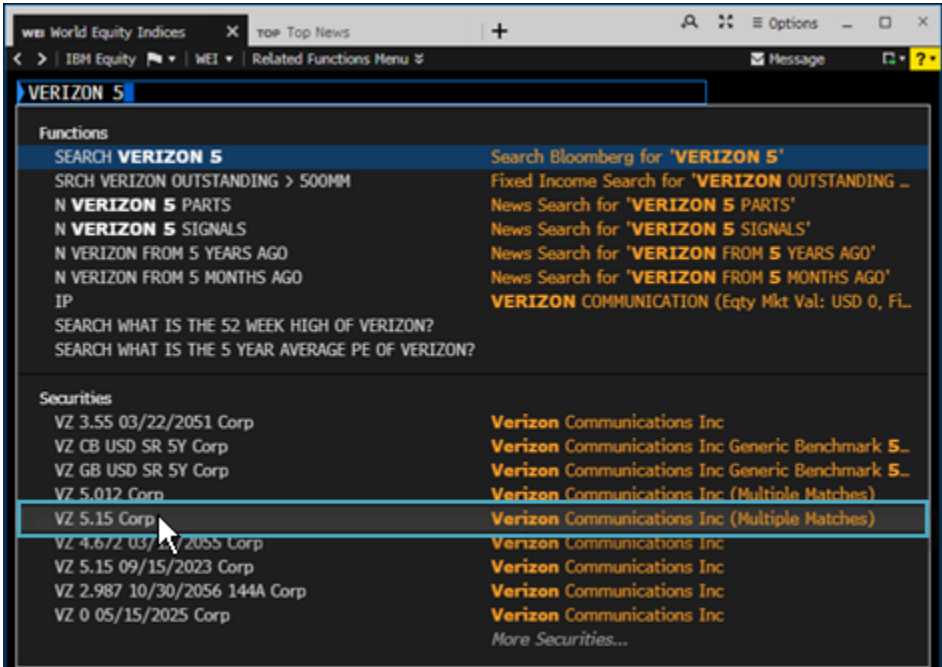
## Securities

Securities are the financial instruments you can analyze on the Bloomberg Terminal®. Once you load a security, you can run a series of functions to conduct your analysis. You can load a security from the command line.

- **If you know the ticker,** in the command line, enter the ticker, hit the yellow market sector key, then hit <GO>. For example, to load the Euro spot rate, enter **EUR <Curncy> <GO>**.



- **If you don't know the ticker,** in the command line, start typing a keyword or the company name. A list of matches appears. You can refine this list by pressing a yellow market key. To access the full list of matching securities, click *More Securities*.



Once you load a security, you can select a function from the menu that appears. Or, if you already know the mnemonic for the function you want to run, enter the mnemonic in the command line, then hit <GO>.

For more on using menus to run functions: [Accessing Menus](#). For more on using mnemonics to run functions: [Mnemonics](#).

### Bloomberg Keyboard

The Bloomberg Terminal® keyboard is designed to help you work more efficiently, with color-coded keys that make it easy to follow the logic of the system.

**Note:** If you are using a standard keyboard (e.g., when working from home), you can use shortcuts and commands to quickly access a variety of Bloomberg features. For more on keyboard shortcuts, click [here](#).



Use	To
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Use	To
	Exit the current function and return to a home page that displays important contact information, so you can easily reach your Bloomberg representative, the Help Desk, or the Tech Support Team.
	Execute a typed command. For example, to access the <i>Top News</i> function, type <b>TOP</b> , then press <GO>.  For more <a href="#">Functions</a> , <a href="#">Securities</a> .
	Open a menu of related functions, then navigate up through the menu hierarchy to the Home menu. For more: <a href="#">Accessing Menus</a> .  <b>Note:</b> You can revert the function of the <Menu> key to the old Bloomberg Terminal® keyboard behavior. For more: <a href="#">PDFU Help Page &gt; Back/Menu Preferences</a> .
	Navigate back to the previous screen, so you can retrace your function history.  <b>Note:</b> You can revert the function of the <End/Back> key to the old Bloomberg Terminal® keyboard behavior. For more: <a href="#">PDFU Help Page &gt; Back/Menu Preferences</a> .
	Connect to function Help Pages and to the Bloomberg Help Desk. To access a Help Page, press the <Help> key once; to open a chat with a Help Desk representative, press the <Help> key twice. For more: <a href="#">Help &amp; Support</a> .
	Load securities and access market sector menus.  For more: <a href="#">Accessing Menus</a> , <a href="#">Securities</a> .
	Cycle through the tabs in all of your windows.
	Cycle through past command line entries.

For a complete view of the keyboard, hold down the <Alt> key and press K. To dismiss the keyboard image, press the K key again.



## Bloomberg Windows

The Bloomberg Terminal® delivers news, data, and analytics in up to 16 screens. Each screen works independently, so you can access multiple analyses and workflows simultaneously.

**Note:** If you are using the classic panel display, click [here](#).



- **Tabs:** Each tab displays the mnemonic and the function currently running in the tab. For an overview of using tabs and windows: [BTAB <GO> > Tabs and Windows](#).

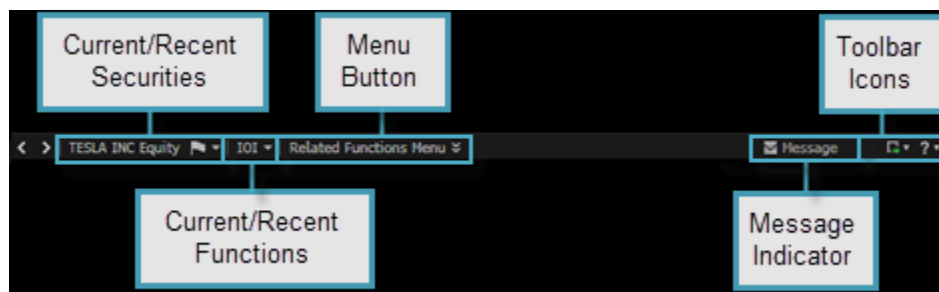
**Note:** You cannot restore a tab after you close it.

- **Zoom Controls:** Provides options to adjust the zoom level or enter presentation mode, which maximizes your window and increases the zoom to display the content at the maximum window size. For more on sizing and zoom: [BTAB <GO> > Sizing and Zoom](#).
- **Options Menu:** The *Options* menu provides you with quick options to manage the window, adjust your settings, and log off the Terminal. For more on the *Options* menu, click [here](#).
- **Window Controls:** Provides options to minimize, maximize, or close the window.

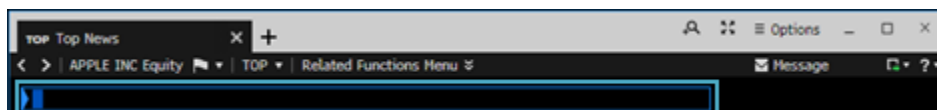
**Note:** Once you close a window, you cannot restore it. To close all windows and log off, enter OFF <GO>. The Terminal remembers the number of open windows, their locations, and zoom sizes and displays the same layout the next time you log on.

- For more on logging off, click [here](#).
- For more on closing tabs and windows: [BTAB <GO> > Deleting Tabs/Windows](#).

- **Grey Toolbar:** The left side of the grey toolbar includes the menu button and drop-down lists of recently loaded securities and function mnemonics, with the current loaded security and currently function mnemonic visible. The right side provides icons to help you perform key tasks, such as creating notes on securities, printing, and accessing Help. For more on using the grey toolbar, click [here](#).

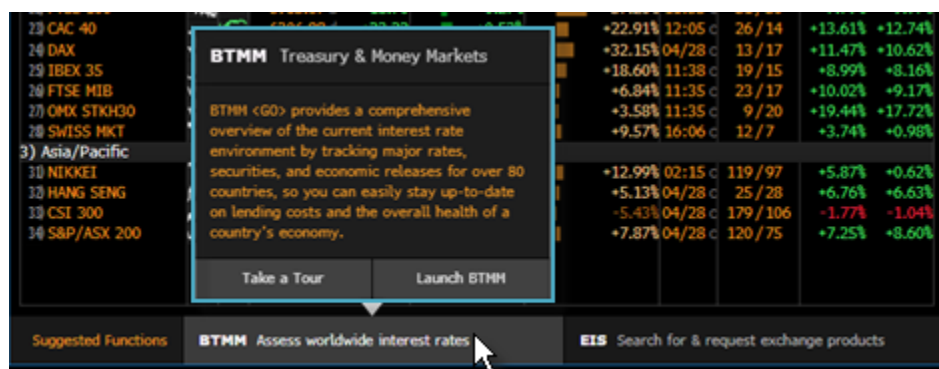


- **Command Line:** Allows you to search for and access functions and securities, as well as find quick answers to your questions. The Terminal is entirely discoverable from the command line.



For more: [Command Line](#).

- **Function Area:** Shows you the function content.
- **Suggested Functions:** Shows you intelligent function recommendations based on the asset class of your loaded security and your current workflow, with brief hints to let you know why the functions could be valuable to you. For any suggested function, you can click to see a fuller description for more information or launch a tour or Help Page for a deeper dive, without interrupting your current workflow. Or, if you're ready for your next step, you can launch the function.



## Help & Support

The green <Help> (F1) key on the Bloomberg Terminal® keyboard connects you with fast answers and 24-hour comprehensive support, so you can find, interpret, and act upon the information and analysis you need. You can also get answers from the command line, access a roundup of recent Bloomberg enhancements, and request customized training.

- To learn more about a function from the function's Help Page, press the <Help> key once from that function. For more: [Help Pages](#).

- To start a chat with Bloomberg's live 24-hour Help Desk, press the <Help> key twice. For more: [Help Desk](#).
- To find answers fast using the *Search Bloomberg* (SEARCH) function, enter a keyword, phrase, or question in the command line, then make a selection from the autocomplete list or press <GO> for comprehensive search results. For more: [Bloomberg Search](#).
- To request personalized training with an Analytics Specialist, go to TRAI <GO>.
- To learn about new functionality and enhancements relevant to your market focus, go to BNEW <GO>.

## Help Pages

Help Pages are online user guides designed to help you find fast answers, discover new business solutions, and get more from the Bloomberg Terminal®. A function's Help Page provides information specific to that function. This includes an explanation of the business solution the function provides along with how-to instructions, definitions, calculations, and links to related documents and videos.

To access a function's Help Page, from the function, press the green <Help> (F1) key once.




## Printing Help Pages

You can generate a printable Adobe® PDF version of a Help Page.

To generate a PDF of a Help Page, at the top of the Help Page window, click **Generate PDF**, then choose one of the following options from the drop-down menu:



- **Generate PDF of Full Help Page:** Includes all sections and topics from the Help Page in the printable PDF.
- **Select Sections to Generate PDF:** Allows you select individual sections and/or topics from the Help Page's left sidebar to include in the printable PDF. For more information on using this option, click [here](#) .

**Note:** If you do not see the *Generate PDF* button at the top of the Help Page window, click the blue **Open the Full Help Page** link.

## Bloomberg Search

The *Search Bloomberg* (SEARCH) function allows you to search across all categories of information on the Bloomberg Terminal®. SEARCH groups search results by category and relevancy.

To start a search from the command line, just start typing a by keyword, phrase, or question. For example:

- What green bonds were issued last year?
- Apple cash per share
- How do I create market alerts?
- Top news on bitcoin in Japanese
- Tweets from Elon Musk on space
- 3 month implied volatility of FB

As you type, a short list of suggested matches appears. If you see what you're looking for on the list, click it. To expand the search, finish typing your query in the command line, then press <GO> (Enter). The full set of search results appears on the *Search Bloomberg* (SEARCH) screen.

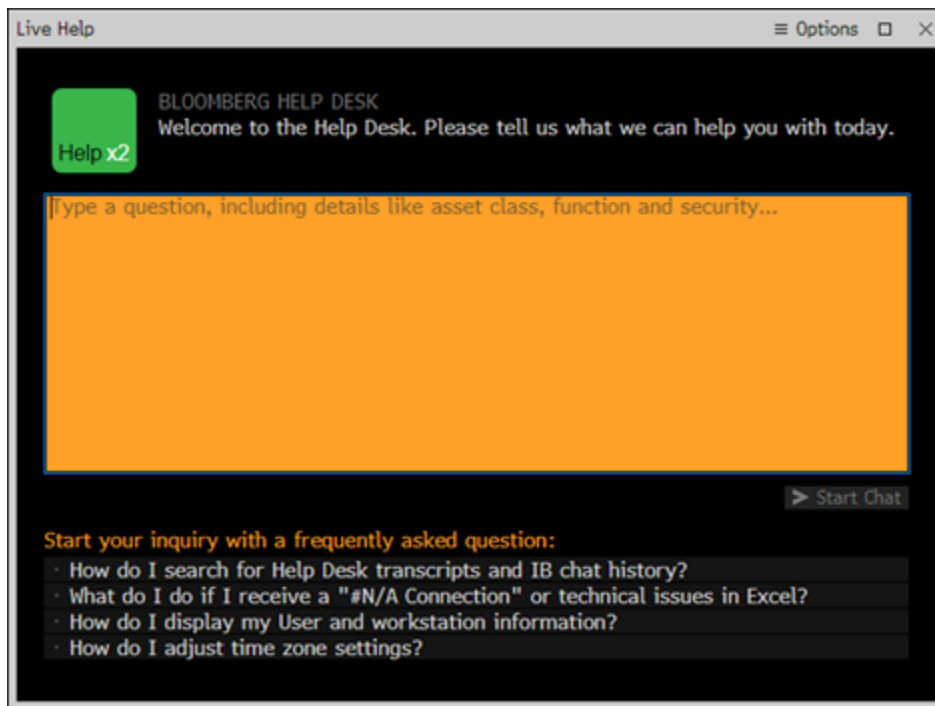


For more: [SEARCH Help Page](#).

## Help Desk

The Bloomberg Help Desk is available 24 hours a day, seven days a week to answer your questions and address your concerns.

To start a live chat, press the green <Help> (F1) key twice.



## Frequently Asked Questions

Get answers to the most commonly asked questions.

### **How do I switch my Bloomberg panels to Tabbed Windows?**

You can switch your classic four-panel display to instead use up to 16 windows or tabs to browse the Bloomberg Terminal®.

To turn on Tabbed Windows:

1. From the upper-right corner of any panel, select Options > Terminal Settings. Alternatively, press <Alt>+D on your keyboard.
2. Under *Window Settings*, select Tabbed Windows.

For more on tabs: [BTAB <GO>](#).

### **I only have one window. How do I get my other panels back?**

You are now browsing the Bloomberg Terminal® with Tabbed Windows, which allow you to use up to 16 windows or tabs and close windows that you no longer need.

To open a new window, press <Ctrl>+N.

With Tabbed Windows, the Terminal preserves the number of open windows, their locations, and zoom sizes for your next login. To log off, instead of closing windows, enter OFF <GO>.

For more: [BTAB Help Page > Tabs and Windows](#).

Take the next step.

For additional information,  
press the <HELP> key twice  
on the Bloomberg Terminal®.

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<b>Frankfurt</b> +49 69 9204 1210	<b>Mumbai</b> +91 22 6120 3600	<b>Sao Paulo</b> +55 11 2395 9000	<b>Tokyo</b> +81 3 3201 8900

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